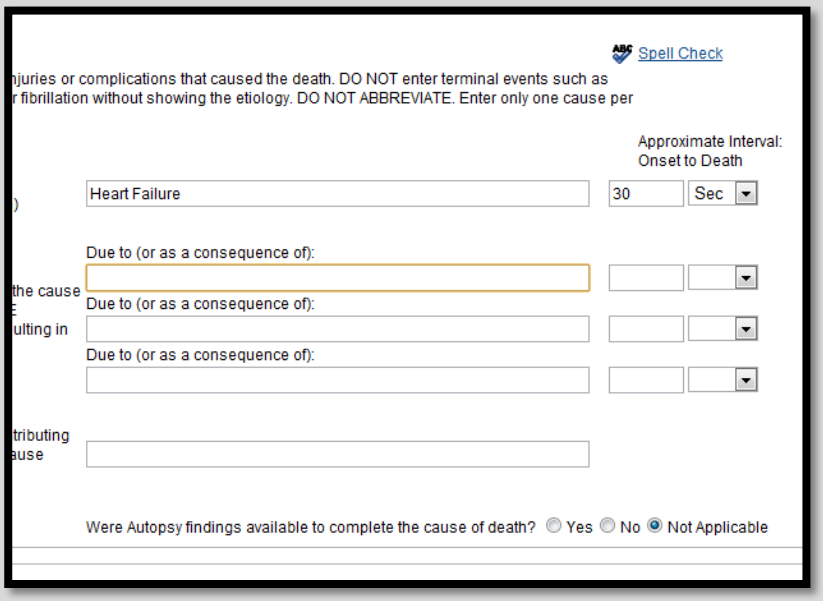
# Death Registration with LEERS is as easy as 1-2-3!

**1**

**Log on at leers.oph.dhh.la.gov**

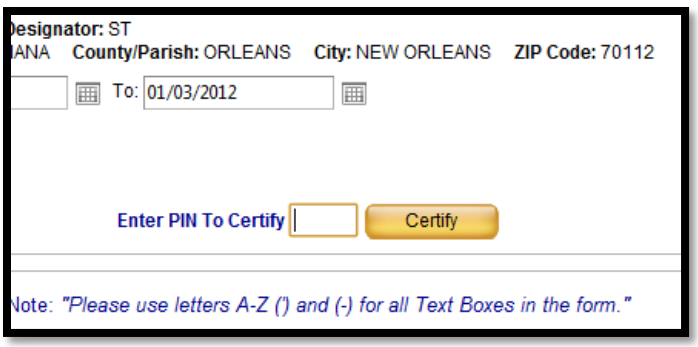



**2**

**Enter Decedent's Medical Information**

**3**

**Enter your PIN number to electronically sign**



# Death Registration with LEERS is as easy as 1-2-3!

## 1 Log on at leers.oph.dhh.la.gov

After completing and returning your User ID request form, you will be emailed a **User ID, password, and 4-digit PIN number.** Access LEERS from any computer with an internet connection—no software installation required.

## 2 Enter Decedent's Medical Information

Once you log in, the Death Module home screen will display all decedent records that have been assigned to you for completion. **Clicking on a record** will open it for editing.

You will enter the **medical information** and the **cause of death** information to the best of your knowledge. A **medical spell check** is available to you on the screen.

Clicking on the **'Validate'** button will notify you of any **errors, incomplete fields,** or **verifications** required.

## 3 Enter your PIN number to electronically sign

After entering your role as a pronouncing or attending physician and the dates the decedent was under your care (if any), you will enter your **4-digit PIN** number and click **'Certify.'** This completes your interaction with the record and sends the record to the funeral home for final approval.

If for any reason the record requires additional attention from you, it may be returned to you and will be visible in your record queue on the Death Module home screen.

**For Assistance with LEERS, contact the LEERS Helpdesk**
(504) 593-5101
leers@la.gov